

TEXAS STATE AGENCY/UNIVERSITY IRM Designation Letter TEMPLATE

TEMPLATE PURPOSE

In accordance with Texas Administrative Code, Title 1, Part 10, Rule Section 211 B & C, the designation letter must contain “***the name, title, authority, responsibilities, organizational resources, education, and experience of the proposed information resources manager in the format prescribed by the department [DIR].***”

This template provides draft language and formatting that complies with the statute.

PROCEDURE

USING THIS TEMPLATE

(1) **Prepare** the designation letter on official letterhead of the organization for which the IRM is being designated. To do so:

- (a) **Cut and paste** template content into the organization's letterhead and customize as needed.
- (b) **Delete or replace** instructional text from the final letter. Throughout this template, instructional text will be [bracketed and in indigo blue].

(2) **Have the completed letter signed** by the CEO of the given organization.

DESIGNATING A JOINT IRM?

If designating a joint IRM (one who serves more than one agency or university), please contact the Texas Department of Information Resources (DIR) to discuss how the letter should be customized and signed. Generally, DIR will need a separate letter or at least a signature from each organization represented.

CONTACT

DIR welcomes any feedback or suggestions to this template. Please forward any questions to irm.education@dir.state.tx.us or contact:

Joy Hall Bryant, Program Manager
IRM Education and State Agency Outreach
Office: (512) 475-2346
DIR Main: (512) 475-4700
joy.bryant@dir.state.tx.us

[Copy and paste into organization's letterhead]

[Date]

Mr. Brian S. Rawson
Chief Technology Officer, The State of Texas
Texas Department of Information Resources
P.O. Box 13564
Austin, Texas 78711-3564

Dear Mr. Rawson:

In accordance with Texas Administrative Code, Title 1, Part 10, Rule §211.B/C, please accept this letter as formal notice of a change in the organization's Information Resources Manager (IRM).

Effective Date	
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IRM CONTACT INFORMATION

Full Name	[Full name, including title (Dr., Mr., Ms., Mrs.)]
Organization Name	[Name of agency or institution of higher education]
Agency Number	[3-digit identifying code]
Title	[Functional title of IRM in the organization]
Address	[Mailing address, including city, state, zip]
Email	
Phone Number	
Fax Number	

IRM EDUCATION AND EXPERIENCE

[Provide a brief summary of the IRM's educational background and experience.]

[Copy and paste into organization's letterhead]

IRM ROLE AND AUTHORITY

Authority	<p>By signing this letter, I affirm that the designee</p> <ul style="list-style-type: none"> • is a senior official within the organization, • reports directly to a person with a title functionally equivalent to executive director or deputy executive director, and • has been vested with the authority necessary to fulfill his/her duties as the Information Resources Manager.
Statutory IRM Responsibilities	<p>As per the Information Resources Management Act (IRMA), the IRM</p> <ul style="list-style-type: none"> • will prepare the biennial operating plan (BOP), • will sign the strategic plan (SP), • may prepare or have prepared information resource vulnerability reports as required by DIR, and • will comply with IRM continuing education guidelines as determined by DIR.
Other IRM Responsibilities	<p>Other IRM responsibilities for this organization include</p> <ul style="list-style-type: none"> • overseeing the acquisition and management of the organization's information resources; • reporting on the information resource (IR) investment and benefits to executive management, DIR, the Legislature, and the Legislative Budget Board; • adopting and executing IR standards, policies, practices, and procedures; and • complying with legislative mandates. <p>[Replace/customize above as needed.]</p>
Organizational Resources	<p>[An organization with a separate information technology department should provide a brief description of that department (size, staff, budget) and attach a copy of the technology organizational chart.</p> <p>A smaller organization should provide a brief explanation of the extent of the technology function and how it is supported.]</p>

[Copy and paste into organization's letterhead]

Additional Information	<p>[If needed, please use this space to provide additional information or an explanation of special circumstances. Situations meriting more information might include, but are not limited to:</p> <ul style="list-style-type: none">• The individual is serving as the joint IRM for more than one organization• The individual is serving in an interim capacity until a permanent IRM is appointed• The organization has undergone a change of status]
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Should you have any questions or require additional information, please contact [provide contact name and information].

[Signature Block]